

**POLICE LIEUTENANT
STUDY GUIDE**

A written examination for the class of **POLICE LIEUTENANT** to be administered in **ALEXANDRIA** on **OCTOBER 6, 2009**, will consist of approximately 105 multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
POLICE SERVICE MANAGEMENT Knowledge of the principles of effective police service management, involving management theory; researching, planning, organizing, directing, inspecting, and evaluating departmental operations; personnel management; managing equipment, property, and supplies; and public relations.	21.0%
RECORDS AND REPORTS Knowledge of effective records-management practices, including preparation, content, format, and control; and report preparation procedures, including the compilation, analysis, and organization of factual data into an effective written format for reports.	8.6%
SUPERVISION Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates; to resolve conflicts; and to maintain discipline.	23.8%
PATROL/GENERAL LAW ENFORCEMENT MANAGEMENT Knowledge of general patrol practices and procedures including methods of patrol, defensive tactics, responding to crimes in progress, investigating assault and battery, theft and burglaries; field interviews, arrest procedures, the use of firearms, court testimony, and laws governing these procedures.	29.5%
TRAFFIC CONTROL Knowledge of accepted procedures for traffic control, including vehicle stop situations, and enforcement of all applicable motor vehicle laws.	8.6%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
SPECIAL TACTICAL OPERATIONS Knowledge of pre-incident planning, and the procedures for conducting special tactical operations such as crowd control situations, and bomb threats.	8.6%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

EFFECTIVE SUPERVISORY PRACTICES/Better Results Through Teamwork, 777 North Capitol, Washington, DC 20005, 4th ed, 2005. (NOTE: May also be obtained through **LSU Firemen Training Program**).

SUPERVISION OF POLICE PERSONNEL, Iannone N. F., Prentice - Hall, Inc.(Series in Criminal Justice), Englewood Cliffs, NJ 07632, 6th ed., 2001.

POLICE FIELD OPERATIONS, Adams, Thomas F., Prentice-Hall, Pearson Education, Inc., Upper Saddle River, New Jersey, 07458, 7th ed., 2007.

LOUISIANA LAW ENFORCEMENT HANDBOOK, Louisiana District Attorneys Association, 1645 Nicholson Drive, Baton Rouge, LA 70802, Available to Law Enforcement Officers through your local District Attorney's Office, 8th ed., 2002.

POLICE ADMINISTRATION, Wilson, O. W. and McLauren, Roy C., McGraw-Hill Book Co., New York, N. Y., 5th ed., 1997.

ADVANCED SUPERVISORY PRACTICES, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

FUNDAMENTALS OF CRIMINAL INVESTIGATION, O'Hara, Charles E., Charles C. Thomas Publisher (Bannerstone House), 2600 South First Street, Springfield, IL 62794-9265, 7th ed., 2003.

STREET SURVIVAL/Tactics For Armed Encounters, Adams, Ronald J., et. al., Calibre Press, Inc., 666 Dundee Rd., Suite 1607, Northbrook, IL 60062, 1980, 1st ed., (Fifth Printing/May 1982).

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material(mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.